



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

GRADUATE LAW CLERK

Class No. 002910

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■ CLASSIFICATION PURPOSE

To assist in legal research and prepare legal motions in the Offices of the County Counsel, District Attorney, Public Defender, or Alternate Public Defender: and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Incumbents in this class provide legal research assistance to attorneys in legal departments. This class is distinguished from the attorney classes in that the former are filled on a temporary basis.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Performs legal research.
2. Prepares motions for dismissal, suppression, discovery, or responds to those motions.
3. Drafts writs or appeals.
4. Prepares drafts of resolutions and other legal documents.
5. Analyzes legal problems with attorneys.
6. Files pleadings and performs routine legal tasks incidental to the work of the above offices.
7. Tries traffic infractions and argues matters in court if certified by the California State Bar.
8. Assists trial attorneys in preparing their cases for trial.
9. Assists in the preliminary work involved in preparing legal opinions.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Legal principles and practices.
- Methods and techniques of legal research.
- Telephone, office and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Present statements of facts, law and argument clearly and logically in written and oral form.
- Perform legal research.
- Prepare drafts of resolutions and other legal documents.
- Communicate effectively orally and in writing.

- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Applicants must have graduated from an accredited law school within the last twelve (12) months; OR must have taken the most recent California Bar Examination; OR must have applied for, and be eligible to take the next California State Bar Examination.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Note:

Positions in this class are filled only on a temporary basis.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period:

Positions in this class are temporary in nature and do not serve a probationary period.

**Retitled: August 16, 1989**  
**Revised: January 21, 2000**  
**Reviewed: Spring 2004**